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	Process Owner Executive Officer		Approval Authority Commanding Officer

1. Purpose & Scope

Strategic Planning is critical in providing Naval School of Health Sciences (NSHS) with its focus and direction for the future. This procedure defines the method used by the Executive Steering Council (ESC) for developing, approving, and implementing the Strategic Plan for NSHS. The Strategic Plan then provides the foundation for the development of the Annual Plan. This procedure applies to all directorates within NSHS.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart: a) NSHS-002, Quality Systems Document Control, b) Navy Medicine Strategic Plan, c) Military Health System Strategic Plan, d) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader:

3.1 **MVV**: Mission, Vision, and Values.

3.2 **FY**: Fiscal Year.

3.3 **NMCOD**: Navy Medicine Center for Organizational Development.

3.4 **Catch-ball**: A method by which the draft Strategic Plan is provided to members of the Command for review and comment prior to finalization.

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Executive Officer	OX (Process Owner)	CAPT L. Younger	Director	OA	CDR L. Hearin
Director	OS	CDR M. Bryson	Director	OP	CAPT B. Welbourn
Director	OV	Mr. W. Dumbeck	Director	OF	LT B. Miller
Director	OM	CAPT T. Miller	SOY	N/A	HM2 M. Pitt
Civ/Council	N/A	Mr. J. Behnke	MCPD Rep	OM1	CDR J. Luke
CMC	OCMC	HMCM B. Castillo	Commanding Officer	CO (Approval Authority)	CAPT D. Wynkoop

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5. Summary of Changes

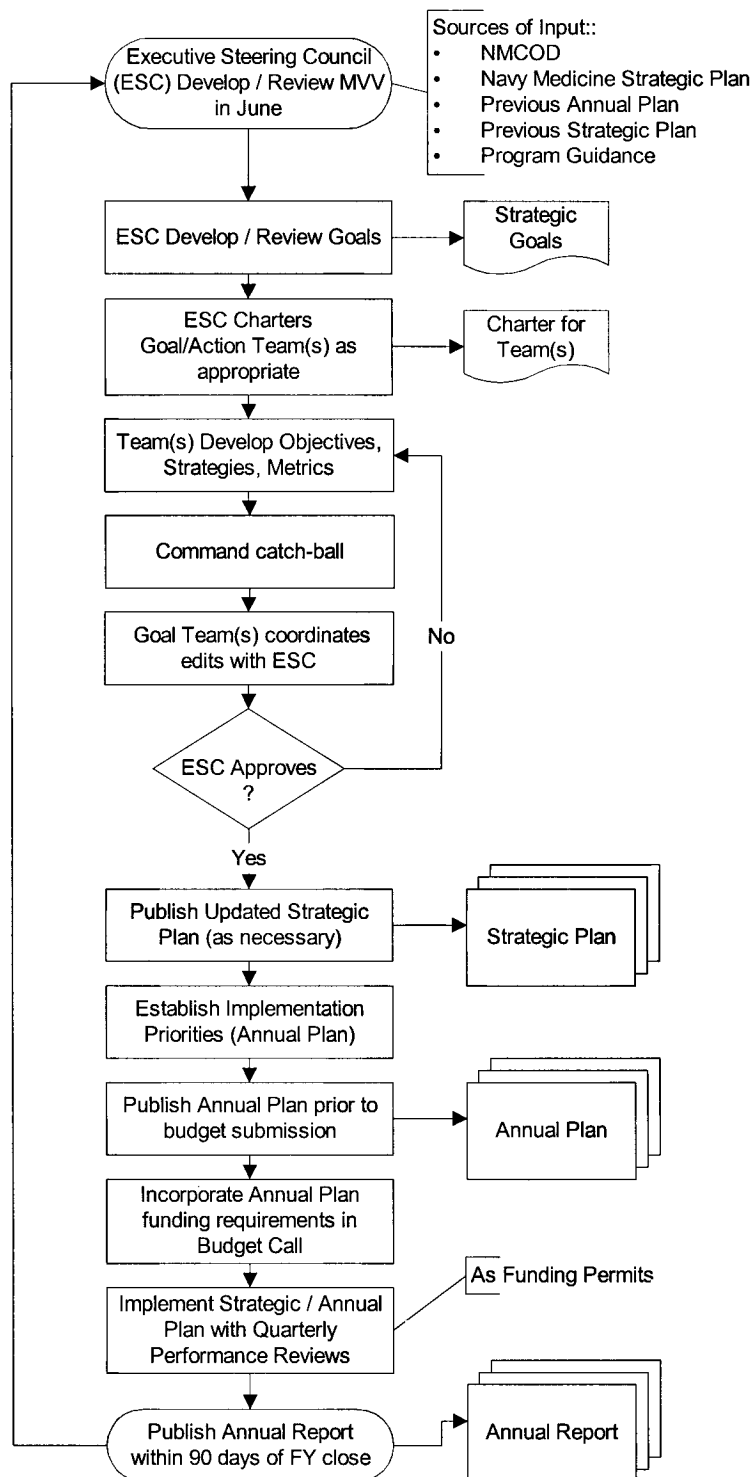
<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	06 APR 01

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6. Process Flowchart

Notes:

- Strategic and Annual Planning is a continual process.
- The planning cycle begins approximately 16 months before the fiscal year to which it applies.
- Approximate dates: From June to the following March (10 months) the Strategic Plan is reviewed, developed and published. March to June, the corresponding Annual Plan is developed and published.
- The Annual Plan is incorporated into the budget submission in June and then is operationalized in the beginning of the fiscal year in October.
- Every ESC Member receives Strategic Planning training.
- Provide an opportunity for entire Command's participation in the development of the Strategic Plan through catch-ball.



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Strategic Plan	Management Representative	Database or File Cabinet	By FY	5 Years	Destroy per SECNAVINST 5212.5 series
Annual Plan	Management Representative	Database or File Cabinet	By FY	5 Years	Destroy per SECNAVINST 5212.5 series
Annual Report	Management Representative	Database or File Cabinet	By FY	5 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A